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HIRING PROCESS

PHILOSOPHY & GUIDELINES

HIRING PROCESS

FREQUENTLY ASKED QUESTIONS

The Hiring Process is a quick guide to educate key players on their roles and responsibilities when looking to hire great talent at NIKE, Inc.

Use this resource to learn about your role – as well as when to rely on other stakeholders – throughout the hiring process.

PHASE 1: IDENTIFY TALENT NEED

Hiring Manager:

- Identify need within the business (not required full-time headcount)
- Discuss need with HR Manager/HR Business Partner
- Receive approvals from leadership and finance to open position
- Gather position details such as job description (and, job code, cost center, etc.) and coordinate with HR Direct to understand which position requirements are necessary to gather prior to position creation
- Contact HR Direct and provide the position details for requisition creation

HR Manager/HR Business Partner:

- Discuss need with Hiring Manager
- If approving the request, facilitate creation of a position number with Position Management
- Recommend position leveling, if needed

PHASE 2: DETERMINE HIRING STRATEGY

Hiring Manager:

- Contact Talent Acquisition to initiate the hiring process (access contact fatigued)
- Review pre-work from Talent Acquisition in preparation for upcoming recruiting strategy session
- Attend recruiting strategy session with recruiter and be prepared to provide updates to the job description, confirm core competencies for the role and identify the interview team

Talent Acquisition:

- Receive email from Hiring Manager with requisition details
- Send pre-work to Hiring Manager in preparation for the recruiting strategy session
- Schedule and conduct the recruiting strategy session, and be prepared to consult on position details and align on sourcing strategy
- Package requisition details for Recruiting Services team to initiate job posting
- Review posting once live and notify Hiring Manager

PHASE 3: SOURCE AND ASSESS TALENT

Talent Acquisition:

- Research internal talent pool and external sources for potential candidates
- Screen applicants for qualified candidates, and conduct phone screens
- Analyze candidates' compensation expectations
- Present candidate slate to Hiring Manager
- Determine work authorization status and inform Hiring Manager of any potential timing challenges
- Discuss next steps and reassess sourcing strategy if needed
- Communicate status updates to candidates

Hiring Manager:

- Receive candidate resumes from recruiter and provide feedback
- After recruiter conducts phone screens, receive initial slate of candidate(s) for final selection
- Identify final slate of candidates

PHASE 4: INTERVIEW TOP TALENT

Talent Acquisition:

- Submit interview requests to Coordination Team for scheduling
- Provide details on interview logistics (i.e. location) to candidates
- Facilitate debrief meeting post-interviews
- Communicate status updates to candidates

Hiring Manager:

- Confirm interview team
- Assign interview team questions created through the [Interview Questions](#) tool
- U.S. only: Prepare using the [Interview Questions and U.S. Interview Guidelines](#) to help create a positive and inclusive experience for each candidate
- Conduct interviews
- Interview team members to provide objective feedback to recruiter post-interviews
- Attend debrief meeting

PHASE 5: MAKE AN OFFER

Talent Acquisition:

- Identify final candidate
- Review compensation information with Hiring Manager and conduct any necessary pre-assessments
- Determine timeline restrictions related to non-compete agreements and background checks
- Contact HRBP and business leaders for offer approval

Career Central:
Tools for helping your career at NIKE.

Contact HR Direct:
Get support by phone, email or live chat.

REFERENCES

[Job Opportunities](#)
[Employee Referrals](#)
[Global Talent Acquisition](#)
[Contact LHM](#)

**EXHIBIT
663**

Shine Thomas
3/26/2021
Alesia Macom - CSR

- Once approved, extend verbal offer to final candidate

Hiring Manager:

- Identify final candidate
- Review compensation information with recruiter
- Approve offer letter

PHASE 6: PRE-ONBOARDING YOUR NEW HIRE

Talent Acquisition:

- Stay in communication with new hire and provide updates as needed

Hiring Manager:

- Call selected candidate to welcome to NIKE
- Develop onboarding plan
- For internal hires, partner with former manager on a transition plan
- Submit request for new equipment

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CATEGORIES: Job Opportunities

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